

## Add an item to a list (Announcement, Calendar, and Discussion Board)

Some lists may appear in **Web Parts**, which are basic building blocks of Web pages on a Windows SharePoint Services site. When a list appears in a Web Part, you can add items to the list without actually opening up the list. If you do not see the link to add more items to a list, you need to open the list.

1. If your list (announcement, calendar, discussion board) appears in a Web Part, you will see a link in the Web Part that you can use to add more items to it, such as **Add new announcement**, **Add new event**, or **Add new discussion**. Click **Add new “item”**.

The screenshot displays three SharePoint Web Parts, each with a title bar and a content area. The first Web Part, titled 'Announcements', shows a message that there are no active announcements and a red-bordered button labeled 'Add new announcement'. The second Web Part, titled 'Calendar', shows a message that there are no upcoming events and a red-bordered button labeled 'Add new event'. The third Web Part, titled 'Discussion Board', shows a message that there are no items to show and a red-bordered button labeled 'Add new discussion'. Each Web Part also has a small downward arrow icon in its title bar.

**Announcements**

There are currently no active announcements. To add a new announcement, click "Add new announcement" below.

[Add new announcement](#)

**Calendar**

There are currently no upcoming events. To add a new event, click "Add new event" below.

[Add new event](#)

**Discussion Board**

Subject

There are no items to show in this view of the "Discussion Board" discussion board. To create a new item, click "Add new discussion" below.

[Add new discussion](#)

2. A form will open for you to enter your information. Entries will vary based on the information collected in each list (announcement, calendar, discussion board). Enter the information for the list item. Information that is required has a red asterisk next to it.

### Announcements: New Item

OK Cancel

Attach File | Spelling... \* indicates a required field

Title \*

Body

Required Field

Expires

OK Cancel

- To attach a file to the list item, click **Attach File**, click **Browse** to locate the file, and then click **OK**.

### Announcements: New Item

OK Cancel

Attach File | Spelling... \* indicates a required field

Title \*

Body

Attach File





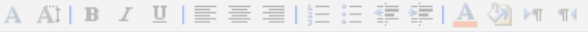
Expires

OK Cancel

- Click **OK**.

**Calendar Entry Form Example:** Similar to the Announcement entry form, required items are noted by a red asterisk. The required items must be filled in and then clicking the OK button will add the item to the list (in this case the calendar).

**Calendar: New Item**

 Attach File    Spelling... <span style="float: right;">* indicates a required field</span>	
<b>Title *</b>	<input type="text"/>
<b>Location</b>	<input type="text"/>
<b>Start Time *</b>	<input type="text" value="2/25/2009"/>  <input type="text" value="4 PM"/> <input type="text" value="00"/>
<b>End Time *</b>	<input type="text" value="2/25/2009"/>  <input type="text" value="4 PM"/> <input type="text" value="00"/>
<b>Description</b>	<div><div></div><div><input type="text"/></div></div>
<b>All Day Event</b>	<input type="checkbox"/> Make this an all-day activity that doesn't start or end at a specific hour.
<b>Recurrence</b>	<input type="checkbox"/> Make this a repeating event.
<b>Workspace</b>	<input type="checkbox"/> Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event.
<div style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></div>	

**Discussion Board Entry Form Example:** Similar to the Announcement entry form, required items are noted by a red asterisk. The required items must be filled in and then clicking the OK button will add the item to the list (in this case the discussion board). **In a Discussion Board this New Item is a new discussion thread.** The required field “View Status” will determine whether the discussion thread will be available only to committee members or to site users who are not members of the committee. Selecting “Online” will enable all site visitors to read the discussion thread. “Offline” will allow only committee members to read this discussion thread.

### Discussion Board: Topic 1

📎 Attach File | ✕ Delete Item | ABC Spelling...
\* indicates a required field

<b>Subject *</b>	<input style="width: 95%;" type="text" value="Topic 1"/>
<b>Body</b>	<div style="border: 1px solid #add8e6; padding: 5px;"> <div style="border-bottom: 1px solid #add8e6; margin-bottom: 5px;"> </div> <div style="height: 150px; border: 1px solid #add8e6; padding: 5px;">                     Description of Topic 1                 </div> </div>
<b>View Status *</b>	<div style="border: 2px solid red; padding: 5px;"> <input checked="" type="radio"/> Online  <input type="radio"/> Offline                      The View Status values are as follows:                      - Online, indicates that this content is viewable by others (outside of this committee).                      - Offline, indicates that this content will NOT be viewable by others (outside of this committee).                 </div>

To add your comments to a pre-existing discussion thread, you would click on the discussion topic instead of add new discussion

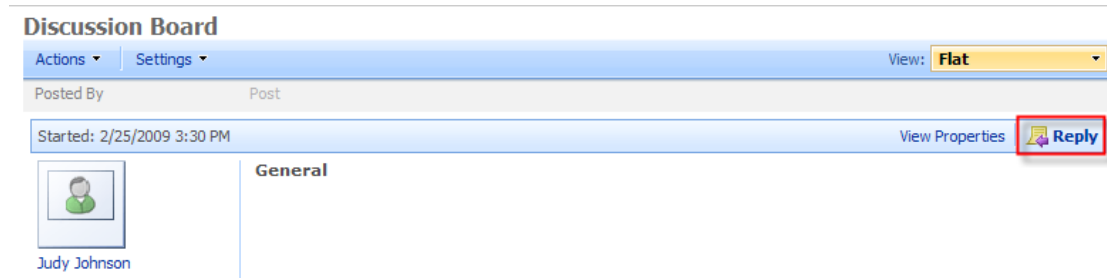
**Discussion Board**

Subject

General NEW

☐ Add new discussion

Once you click on the discussion thread, the discussion threads for that topic appear.



You then click the reply button to open the text editor in which you type your reply. When complete you click OK.

### Discussion Board: New Item

A screenshot of a web-based text editor titled 'Discussion Board: New Item'. The interface includes a toolbar with various icons for text formatting (bold, italic, underline, etc.) and a large text area for typing. The text area contains the following text: '----- TYPE YOUR REPLY HERE -----', followed by a horizontal line, and then the details of the thread being replied to: 'From: Judy Johnson', 'Posted: Wednesday, February 25, 2009 3:30 PM', and 'Subject: General'. Below the text area, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangle.